

# Dept. of Administrative Services Facts – FY '12

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## General Information

**Address:** Hoover Building  
1305 East Walnut Street  
Des Moines, IA 50319

## Workforce Data (unless otherwise noted, information provided is at the end of FY '12)

# FT EEs: 344	# PT EEs: 4	# Temporary EEs: 3	Average Length of Service: 14.49
Span of Control: 10.09		Total Unemployment Insurance Claims: 0	

Employee Age Groups				Supervisor Age Groups				Females		Males	
<25	5	45-54	126	<25	0	45-54	14	# of Females:	142	# of Males:	202
25-34	30	55-64	111	25-34	4	55-64	9	% of WF:	41.28%	% of WF:	58.72%
35-44	65	65+	7	35-44	7	65+	0	Average Age:	50.80	Average Age:	48.86
Employee Average Age: 49.66				Supervisor Average Age: 49.24				Average Length of Service: 16.80		Average Length of Service: 12.87	

Minorities		Non-minorities		Breakout of Minorities		Did Not Respond	
# of Minorities:	32	# of Non-minorities:	306	# African-American:	13	# of "did not respond":	6
% of Workforce:	9.30%	% of Workforce:	88.95%	# Asian/Pacific Island:	13	% of Workforce:	1.74%
Average Age:	48.94	Average Age:	49.75	# Am. Indian/Alaskan:	2	Average Age:	48.89
Average Length of Service:	11.82	Average Length of Service:	14.75	# Hispanic or Latino:	4	Average Length of Service:	15.13

Persons With Disabilities		Persons With No Disabilities		Did Not Respond	
# of Persons With Disabilities:	25	# of Persons With No Disabilities:	299	# of "did not respond":	20
% of Workforce:	7.27%	% of Workforce:	86.92%	% of Workforce:	5.81%
Average Age:	54.09	Average Age:	49.06	Average Age:	53.09
Average Length of Service:	20.60	Average Length of Service:	13.62	Average Length of Service:	19.88

Officials/Administrators EEO Category 1: 48	Professionals EEO Category 2: 160	Technicians EEO Category 3: 21	Protective Service: Sworn EEO Category 4: 0
Protect. Serv.: Non-Sworn EEO Category 5: 0	Administrative Services EEO Category 6: 21	Skilled Craft EEO Category 7: 33	Service/Maintenance EEO Category 8: 61

Separation Rate: 10.27%	Hire Rate: 7.42%	Number Hires: 20	Transfer In: 6
Retirements: 8	All Terminations: 16	Voluntary Quits: 7	Transfer Out: 5

# of Classes Used: 79	Most Populous Classes: Information Technology Specialist 5 (48), Custodial Worker (35), HR Professional 2 (21)		
Separations - By Class:	Construction/Design Engineer Sr (7), Custodial Worker (3), 4 classes with 2 incumbent each		
# Eligible for Retirement:	117 in next 5 years	% Eligible: 34.01%	

## Leave and Benefits (unless otherwise noted, information provided is at the end of FY '12)

Vacation Payouts: \$269,814.23	Sick Leave Payouts: \$16,000.00	Annual Payroll: \$24,226,459.06	Avg. Base Salary: \$67,219.08	Overtime Days Worked: 411.3
Overtime Cost: \$118,832.42	Reassignment Pay: \$3,993.60	Recruitment Bonus Pay: \$0	Retention Pay: \$0	Exceptional Job Performance Pay: \$0
Vacation Pay - Earned Value: \$1,876,400.27	Vacation Days Earned: 7,112.7	Vacation Used Expense: \$1,759,874.73	Vacation Days Taken: 6,689.2	
Sick Leave Days Earned: 5,665.9	Reg. Sick Leave Used Expense: \$639,191.45	Reg. Sick Leave Days Used: 2,825.1	Converted Sick Leave To Vacation Days Used: 527.5	
Sick Leave -Earned Value: \$1,377,077.20		Avg. Sick Leave Days Per EE: 8.21	Converted Sick Leave To Vacation Used Expense: \$160,387.92	
Injury Leave Used Expense: \$1,145.69	Injury Leave Days Used: 8.9	Classification Appeals: 0	<b>Reclassifications</b> Up (Filled): 14 Up (Vacant): 6 Down (Filled): 1 Down (Vacant): 2 Lateral (Filled): 2 Lateral (Vacant): 2 Approx. Annual New Cost of Reclassified Positions:* \$146,914.00	<b>Grievances</b> Contract Grievances: 14 Disciplinary: 7 Language: 7 Non-Contract Grievances: 7 Disciplinary: 0 Language: 7 Arbitrations: 1
Funeral Leave Used Expense: \$34,934.90	Funeral Days Used: 138.6	Extraordinary Pay: \$0		
Jury Leave Used Expense: \$6,337.30	Jury Leave Days Used: 24.8	Special Duty Pay: \$0		

\* based on difference between average of old and new pay grade FY '12. Vacancies and laterals were not calculated into the "cost."

Sources: Data Warehouse Queries; "Just the Facts for FY12" Almanac; Department of Management; DAS-HRE Labor Relations Team.

Date of Completion: December 2012